

Inmate Mail

806.1 PURPOSE

To set standards for timely delivery and processing of inmate mail in accordance with Minimum Standards for Local Detention Facilities, Section 1063. To also establish restrictions to guard against avenues that can be utilized by inmates to communicate and coordinate escape plans, assaults, and other violent acts, or to promote gang affiliation (Turner v. Safely [1987] 1075 S CT 2254).

806.2 POLICY

All legitimate mail sent to and from inmates in the Shasta County Jail shall be delivered without undue delay. Mail will be delivered in accordance with security regulations of the jail

806.3 MAIL GENERALLY

Inmates may, at their own expense, send and receive mail without restrictions on quantity.

However, inmates are only allowed to store a limited amount of mail in their cells as determined by the Captain. Excess mail will be stored with the inmate's personal property and returned at his/her release.

Inmate correspondence may be read when there is a valid security reason and the facility manager or designee approves.

Jail staff shall not review inmate correspondence to or from state and federal courts, any member of the State Bar or holder of public office, and the State Board of State and Community Corrections; however, jail authorities may open and inspect such mail only to search for contraband, cash, checks, or money orders and in the presence of the inmate.

Inmates may correspond, confidentially, with the facility manager or the facility administrator.

806.4 DEFINITIONS

CONTRABAND

Any item or article in the possession of an inmate, or found within the facility, that has not been issued, purchased in the Commissary, or approved by the Facility Commanding Officer.

LEGAL MAIL

Correspondence between an inmate and his/her attorney, the court, or other legal agency.

Correspondence with the State or Federal Courts, any member of the State Bar or holder of public office, Internal Affairs, Office of the Sheriff, the Board of State and Community Corrections (BSCC), and PREA auditors are considered confidential/legal mail.

INDIGENT INMATE

Shasta County Sheriff's Office

Shasta County SO Custody Manual

Inmate Mail

Defined as an inmate who has no money or has not deposited into the trust account during confinement or for a period of fourteen (14) days after their funds have been expended.

806.5 GENERAL PROVISIONS

Policy and Procedure governing inmate correspondence shall be made available to inmates and staff, and shall be reviewed annually and updated as necessary.

The quantity of documents and reading materials permitted in any one cell is regulated in accordance with all applicable Fire and Safety Regulations.

Inmates may only receive publications directly from the publishing company or on-line bookstore.

Newspapers must be received through the United States Postal Service.

Inmate mail, both incoming and outgoing, may be opened and inspected for contraband. Mail is read, and/or rejected, based on legitimate facility interests of order and security. The inmate will be notified when incoming and outgoing letters are withheld in part or in full. Mail shall not be censored.

Money in any form will not be allowed through the inmate mail. Any money located will be returned to the sending party. If a return address is unavailable, the money shall be placed on the inmates' small property. A property receipt form shall be generated and provided to the inmate.

Inmates are prohibited from corresponding with each other while in custody. This includes correspondence delivered via the United States Postal Service, special delivery service, or attempts to send mail through a third party. This only applies to inmates in the Shasta County Jail. Inmates may correspond with other facilities.

806.6 INDIGENT INMATE REQUESTS FOR WRITING MATERIALS

Indigent inmates shall receive writing materials on a weekly basis, as provided by an approved schedule established by the Facility Manager. Writing materials should include the following (15 CCR 1063):

- (a) At least four (4) postage paid envelopes for correspondence with family and friends
- (b) At least eight (8) sheets of paper
- (c) One pen

There shall be no limitation on the number of postage-paid envelopes and sheets of paper permitted for correspondence to the indigent inmate's attorney and to the courts (15 CCR 1063(e)).

Requests shall be screened and granted based on need by the Inmate Programs Coordinator. Inmates should not be permitted to maintain an excess supply of writing materials without the approval of a supervisor. Envelopes, stamps, and writing materials intended for inmate usage will not be accepted through the mail.

Shasta County Sheriff's Office

Shasta County SO Custody Manual

Inmate Mail

806.7 PRO PER INMATE MAIL

A pro per inmate is authorized to mail all correspondence necessary for their defense, at their own expense.

The Correctional Deputy will examine the mail in the same manner as standard legal mail.

Legal mail must be clearly identified by the inmate as "Legal mail" or "Confidential".

All unstamped legal envelopes will need to be returned to the Commissary Officer for postage to be attached before being sent out in the mail. Legal mail costs shall be deducted from the inmate's account. The Jail will only mail correspondence addressed to confirmed legal entities such as; attorneys, judges and courts.

Correspondence with the State or Federal Courts, any member of the State Bar or holder of public office, Internal Affairs, Office of the Sheriff, the Board of State and Community Corrections (BSCC), and PREA auditors are considered confidential/legal mail.

806.8 INCOMING MAIL

Legal Mail

Correspondence with the State or Federal Courts, any member of the State Bar or holder of public office, Internal Affairs, Office of the Sheriff, the Board of State and Community Corrections (BSCC), and PREA auditors are considered confidential/legal mail.

As legal mail is received and being prepared for processing, the inmate receiving the legal mail shall be brought to booking cell three where they will be secured pending the search of their legal mail.

The searching deputy will show the inmate that the legal mail is sealed.

Staff will then open the legal mail in front of the inmate, inspect the contents for contraband and utilize the VeroVision mail scanner on the booking counter to detect the presence of illegal substances.

Once the items have been cleared the mail will be provided to the inmate.

If any contraband is found, the searching deputy will confiscate the entire contents of the envelope/package and deliver it to the Watch Commander with a written report outlining the reason for confiscation.

If an illegal substance is detected, a criminal investigation shall be conducted and the evidence shall be secured according to evidence policy and procedures.

GENERAL CORRESPONDENCE

General correspondence shall be opened by the Mailroom Deputies and examined for contraband. Contraband shall be removed and dealt with as follows:

When contraband is found, which is not otherwise illegal, the entire contents will be returned to the sender in the original envelope or package and stamped "Unacceptable Contents." Prior to

Shasta County Sheriff's Office

Shasta County SO Custody Manual

Inmate Mail

re-sealing the envelope or package, a Return to Sender Notice will be completed advising the sender why the item is being returned. A copy of the notice will be sent to the inmate and a copy will be filed.

See attachment: Unauthorized Mail 2020.pdf

When illegal contraband, such as drugs, is found, the searching Deputy will take charge of the contraband and letter, initiate the appropriate reports, and notify the Watch Commander.

An inmate may receive newspapers, magazines, periodicals, Bibles, Qur'ans, Religious materials, and new soft bound books sent directly from the publisher or a bookstore via U.S. Mail, UPS, or FedEx. They must be addressed directly to the inmate at this facility by the publisher or book store for distribution by Custody staff. Each item shall be soft cover. No hard bound items will be accepted. We will not cancel any subscription after the inmate is released. We will either destroy such material or place it into the library for the use of all inmates.

Inmates may receive pictures from the following online vendors: Inmates will be limited to possessing 25 pictures within their cell. Inmates possessing an excess of 25 will place the excess amount on their property. Pictures received from "Pelipost or Touchnote" that are found to be in violation of the mail policy will be placed on the inmates property. Pictures received from "Pelipost or Touchnote" shall not be returned to sender.

www.pelipost.com

www.Touchnote.com

PACKAGES AND READING MATERIAL

Mail exceeding 8-1/2" x 14" is prohibited, and will be returned to the sender. Books and magazines will be accepted if mailed directly from the publisher or on-line bookstore. The on-line bookstore must have a legitimate website that is verifiable and allows consumers to order directly. Any website that re-directs to another website is not acceptable. Packages must be professionally labeled and recognized as an on-line bookstore. Hardbound books are not acceptable. Packages containing items other than new books will not be accepted.

The Mailroom Deputy will complete an Inmate Book Receipt with the following information:

- 1) Inmates name and jail identification number
- 4) Book/magazine titles
- 5) Inmate's signature (Inmate must sign at time of delivery)
- 6) Issued by ID of employee handing out mail

806.9 PROHIBITED MAIL

Contains instructions for manufacturing explosives, weapons, drugs, or other unlawful substances.

Advocates, encourages, depicts, or condones violence, use of weapons, gang related activities, or other conduct that jeopardizes jail security.

Shasta County Sheriff's Office

Shasta County SO Custody Manual

Inmate Mail

Advocates racial, religious, or national hatred or which otherwise contains matter of a character tending to incite murder, arson, riot or any other form of violence.

Obscene material as defined in California Penal Code 311, "Obscene Matter."

Inmate to inmate correspondence is prohibited unless approved by the Facility Commanding Officer or Designee.

Questionable materials will be referred to the Watch Commander and a decision will be rendered through the appropriate Chain of Command.

Polaroid photographs and photographs that are altered or blacked out in any manner will be returned to sender.

Sexually explicit or inappropriate material as determined by the searching Deputy will not be authorized and will be returned to sender.

Drawings on the outside of mailing envelopes will not be accepted and will be returned to the sender whether it is incoming or outgoing mail.

All "Not in Custody" mail will be re-checked and stamped "NIC" and returned to sender. "NIC" mail should not be searched prior to returning it to the sender.

Any letter containing items of contraband.

806.10 OUTGOING MAIL

All outgoing mail with the exception of legal mail will be opened and read by staff, if it is deemed necessary to preserve jail security if the following criteria is present:

- (a). There is reason to believe the mail would:
 - 1. Interfere with the orderly operation of the facility.
 - 2. Be threatening to the recipient.
 - 3. Facilitate criminal activity.
- (b). The mail is between inmates.
- (c). The envelope has an incomplete return address.

Drawings on the outside of mailing envelopes will not be accepted and will be returned to the sender whether it is incoming or outgoing mail.

Outgoing United States Postal Service mail must have a name, and return address. If mail is returned to the Shasta County Jail and it does not have a return name or identifying information, it will be destroyed.

Attachments

Unauthorized Mail 2020.pdf



SHASTA COUNTY SHERIFF

Eric Magrini
SHERIFF - CORONER

SHASTA COUNTY JAIL UNAUTHORIZED MAIL

Inmate Last Name

Inmate First Name

Inmate ID#

Housing Unit

MAIL RETURNED TO:

NAME _____

STREET _____

CITY _____ STATE _____ ZIP _____

You are hereby informed that the mail from the above referenced person was returned for the indicated reason(s)

THE LETTER CONTAINED THE FOLLOWING CONTRABAND:

- Inmate to Inmate Unauthorized Mail
- Inmate to Inmate (**VIA Third Party**)
- Cash; Money Orders; Checks (will not be accepted)
- Stamps; Stamped Envelopes
- Blank Paper; Envelope; Cardstock; Greeting Cards; Postcards
- Hand Gestures; Gang Signs; Gang Writings; Gang Pictures
- Stickers in/on Stationary at all
- Pictures with Alcohol, Gambling, Currency, Drug Paraphernalia, Weapons
- Explicit or Inappropriate Photographs
- Legal Documentation belonging to any other person than the addressee.
- Polaroid or Altered Pictures (Not Allowed)
- Unknown Substances in/on Stationary at all (including perfumes, crayons, markers, lipstick)
- It advocates/encourages/supports specific acts of violence.
- It advocates/encourages/supports criminal behavior/drug use.
- Drawings on the outside of envelopes.
- Other: _____

Distribution: Original to sender
Copy to Inmate

Date: _____
Searched by: _____